



Job Posting

Facilities Lead

Date Posted: July 8, 2025
Closing date: July 16, 2025

Internal/External Posting

1 Permanent Vacancy - 1.0 FTE

Salary Range (\$31.86 – 35.70 per hour) **Hours of Work** – 37.5 hours per week

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. Reporting to the Business Manager, the Facilities Lead will monitor routine operation of facility infrastructure (i.e. air handling equipment, building automation, etc.) and escalate as necessary. They will perform required maintenance tasks (i.e. filter changes, lamp replacement, painting, minor plumbing, minor electrical, etc.); troubleshoot facility maintenance issues and repair where appropriate; and comply with JMCC preventative maintenance program. The Facilities Lead will lead and liaise with facilities maintenance vendors, and other related outside agencies, and direct custodians regarding daily tasks and monitor completion. They will perform custodial tasks as required and provide custodial relief as necessary. This role will be responsible for responding to facilities inquiries and complaints expeditiously and making recommendations to resolve issues in a timely manner. They will monitor contracted work to ensure compliance with codes, standards and legislation. Other responsibilities will include: set up and take down of furniture as needed; monitor and perform tasks related to shipping and receiving; and perform and monitor landscaping related tasks for all seasons.

Qualifications:

The qualified candidate will have a post-secondary diploma (a trade related discipline is preferred). They will have three years of experience in facility maintenance, preferably in an institutional setting of a similar size and complexity (i.e. healthcare, schools) with a broad understanding of various trades and construction methods. They must have hands on experience with building maintenance and repairs, and the ability to read and interpret technical drawings, specifications, manuals, etc. The qualified candidate will have familiarity with legislation, codes and standards pertaining to building construction and maintenance, including but not limited to the Ontario Building Code, Ontario Fire Code, CSA standards, NFPA standards, ASHRAE standards, local by-laws, etc.; and working knowledge of computers and common software such as email, internet browsers, Microsoft Office, etc. Experience using automated building software programs is required; along with excellent time management and organizational skills. The candidate must be able to meet the physical requirements of the position, and they must have a valid driver's license and access to a vehicle. Ability to work flexible hours as needed is required.

Please submit your resume and cover letter no later than July 16 2025, to:

John McGivney Children's Centre - Human Resources Department

hr@jmccentre.ca

JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible. ~Helping Abilities Grow~

Let our staff tell you why they love working at JMCC! [Watch our short 5 minute video!](#)